ENTERING AN AMENDED PROOF OF CLAIM

IMPORTANT When filing an amended claim, you will need to know the claim number of the claim that is being amended. This information will be entered on the proof of claim information screen.

Step-by-Step Procedure:

It is recommended that you go to the Claims Register to verify and note the claim number of the claim that is being amended. If no claim is there, please proceed to the procedure for filing a new claim.

- 1. Log in to the ECF Live System: https://ecf.nyeb.uscourts.gov/cgi-bin/login.pl
- 2. Select [Bankruptcy>File Claims] from the ECF Menu Bar
- 3. The Search for Creditor screen will display. Enter case number & click Next

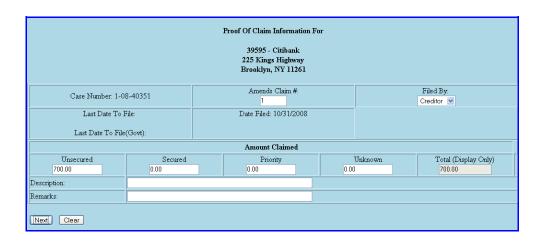
Note: Leave the Name of Creditor field blank. A browse window listing all creditors on the case will appear at the next screen. Also, DO NOT CHANGE THE CREDITOR TYPE - keep at default type "Creditor".

4. You will verify the name of the Debtor(s) and see a drop down box. Click the Drop Down Arrow to the right of the "select a creditor box". Locate the creditor for which you would like to file the amended claim. Click on their name and the system will verify the name and address of that claimant.

Is this the correct creditor? Read the information presented in the box and answer the question to continue filing your amended claim.

- o If you answered "yes", proceed to step 5
- o **If no, select <u>Add Creditor</u>**. This will allow you to add the creditor information in creditor processing (go to Creditor Manual Series 7100 Filing a Proof of Claim)

- 5. The Proof of Claim Information screen will display. Complete the following fields:
- * Amends Claim # insert claim number of claim being amended
- * Filed By Default is "**creditor**" click down arrow to make selection if not filing on behalf of a creditor.
- * Amount Claimed



6. Click Next

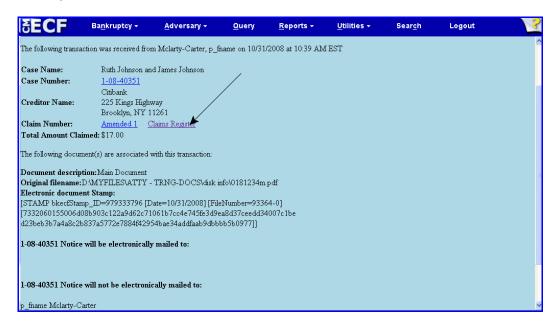
The PDF Document selection screen will display.

- 7. Click **Browse** button and navigate to locate the appropriate PDF document/file
- 8. View file to verify the correct file is being selected to upload (* highlight file and right click to preview and then close window.)
- 9. Click **Open** button to accept file to upload and filename will appear in the browse window

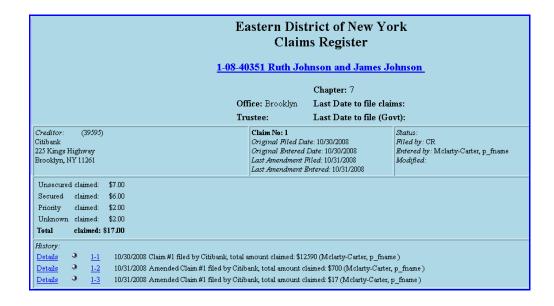
Attention! This is your final opportunity to modify the entry before submitting the filing.

10. Click **Next** to complete filing process

The Notice of Electronic Filing will display. It is the verification that the filing has been sent electronically to the court.



If you click on the link next to Claim Number entitled "<u>Claim Register</u>" you will have to log in to your PACER Account to view the register. See below.



There is a <u>File Another Claim</u> link located at the bottom of the notice if you need to file another claim, or you may go to Bankruptcy>File Claim.

Copies of this notice and the document filed are e-mailed to all participants who receive electronic notification in the case. You have a period of 15 days for a one-time, free look at the document filed.